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Item II A 10 - Agency Wide Vacancy Notice

Office of Personnel Comments

The Office of Personnel endorses the thrust of the Career Service comments on this Item in that the Vacancy Notice System should be used only after management has been unable to fill a position internally. Without damaging this concept of career development and management, the components could be required to eliminate the office level, or even the Directorate level, Vacancy Notice and issue them Agency wide whenever there is a position for which there is no component candidate. It should be noted, however, that many offices have found the vacancy notice system within their own subgroup a viable management process.

As one approach to a common procedure for all Services, consideration could be given to requiring the advertising of all entry level positions. This proposal would require study and probably a test period with some monitoring procedures to insure use of the Vacancy Notice does not unduly delay the external recruitment process. It would be counter productive to proceed with one system which adversely affects another.

The standardization of procedures, distribution and responsibility for notices poses no problems. There is a certain amount of order in these elements already; better distribution requires discipline in offices to insure the notices are routed to all employees. There is already a master file for Agency wide Notices maintained in the Library and all component personnel offices as well as in the Professional and Clerical Staffing Branches of the Office of Personnel. Career Services have similar arrangements for Directorate level Notices.

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SUMMARY

Item II A 10 - Agency-wide Vacancy Notice. Current Agency vacancy announcement system should be reviewed with objective of making it more open and equitable.

All Career Services agree the current system can use improvement in implementation, the most common complaints being that of poor distribution and confusion discerning the difference between the current variety of Vacancy Notice, i.e., Agency-wide, Directorate-wide, Internal Office. One recommendation for expanding the current system is to eliminate Directorate and Office level notices and use only Agency-wide notices, thus providing maximum dissemination of notices for any positions management has been unable to fill internally. All responses addressed the problems that would accrue from a totally competitive system to planning Career Service promotion targets, implementing Upward Mobility programs, expanding minority placements, planning executive development and formulating succession planning (PDP), as well as career development planning and career counseling. Every response had some ideas for expansion of the current system but basically adhered to the need for allowing line management the first opportunity to fill vacancies, then if internal resources are not available, issue a Directorate or Agency-wide notice. The DDO response points out that a supergrade might be considered a generalist but in the DDO a supergrade Chief of Station is still expected to have not only an understanding of operational principles and techniques but also the ability to guide and develop junior operations officers with the distillate of personal expertise.

Some individual recommendations were:

	<u>Recommended By</u>
- eliminate levels of notices below Agency-wide	DDS&T, DDA
- convene a group of senior officers from each Career Service to investigate the scope of the problems	DDO
- open all supergrade positions (as management positions) to Agency-wide competition	E Service
- standardize distribution procedures	DDS&T
- advertise entry level positions	E Service, NFAC
- centralize apparatus and responsibility for notices	NFAC

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Recommended By

- experiment with mandatory Directorate-wide notices for headquarters positions only E Service
- establish a controlled experiment of substantial length with mandatory notices closely tracking paper flow, employee perceptions, and documenting any advantages/pitfalls. NFAC

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